



Reset an LVD

To reset an LVD, complete the following steps:

1. Click the **Check Processing** tab.
2. Select **Manage Verification** and click **Reset LVD**. The *Review LVD Reset* page appears.



Application Tip

The **Reset LVD** function removes everything on the LVD in anticipation of a full replacement with new LVD records. If an LVD is reset without downloading the new LVD, the verification of the checks presented does not occur.



Application Tip

Resetting the LVD is a mandatory step for agencies upgrading from a pre-1.3.2 OTCnet Offline Check Capture software version to a 1.3.2 OTCnet Offline Check Capture software version or above. For more information refer to *Administration User Guide: Chapter 6: Managing Verification Records (MVD/LVD), Topic 6: Reset LVD*.



Application Tip

Before you can reset an LVD you must log in using the **OTCnet Offline** icon on your terminal's desktop or access your Start Menu under Programs and enter your credentials. Internet connection is not required to reset an LVD.

3. Click **Submit**. The *LVD Reset* dialog box appears.
4. Click **Submit**. A *Confirmation* page appears stating that the verification records have been deleted.



Application Tip

Additional button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.